

New Hampshire Police Standards and Training Council



Voluntary Accreditation Program Standards For Law Enforcement Agencies

A multi-level process developed in partnership with the Commission on Accreditation for Law Enforcement Agencies and the Northern New England Police Accreditation Coalition.

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Professional Acknowledgements

In 1984, a group of dedicated and concerned law enforcement professionals from the “New Hampshire Police Accreditation Coalition” (NHPAC) volunteered to craft for the New Hampshire Police Standards and Training Council, a process that would serve to encourage law enforcement agencies to invest in the quality and future of law enforcement in New Hampshire by choosing to become involved in the accreditation process. The consensus of the group was that the Police Standards and Training Council was the logical, impartial party to serve as the accrediting body, and accordingly the Legislature passed RSA 188-F:26, VI, giving the Council the authority to set up an accreditation process.

This was a time of evolution and difficulty in the national accreditation process, and the goal of these individuals was to create a process that was “user friendly” and that allowed agencies to work through the accreditation process one step, or level, at a time. The group persuaded the Council to base its standards on the work of CALEA, the Commission on Accreditation for Law Enforcement Agencies, Inc., rather than to develop a separate set of standards. This would permit any agency that wished to achieve CALEA accreditation, as well, to work with a single set of standards.

The result of their efforts was the “NH Multi-Level Standards Manual for Voluntary Accreditation.” The process was a success and has served many agencies well in the 8+ years since the Police Standards and Training Council adopted it. As the process took shape and the first agencies achieved state accreditation at one or more of four separate levels, the New Hampshire Legislature passed a bill that added the authority to manage a state law enforcement accreditation process to the Police Standards and Training Council’s powers, thereby giving the process additional legitimacy.

In addition to serving the state well, the process was well ahead of its time. In the year 2000, the Commission on Accreditation for Law Enforcement Agencies (CALEA) initiated their own “multi-level” approach on the national level with the adoption of CALEA’S “Core Standards” Recognition Program. Over the years, New Hampshire has been well represented at CALEA meetings, New Hampshire officers have been involved in CALEA efforts to redraft its standards, and two New Hampshire Police Chiefs, Charles Reynolds and Stephen Monier, have served as CALEA Commissioners.

At this time, there was also a broadening of the relationships between CALEA and a number of State sponsored accreditation programs. No longer restricted to representing New Hampshire law enforcement agencies, NHPAC had evolved to become the “Northern New England Police Accreditation Coalition” (NNEPAC) and now serves as the official voice of NH, ME, and VT in matters related to law enforcement accreditation.

NNEPAC and NHPSTC recognized the need to enhance the working relationship with CALEA, and to embrace the CALEA “Core Standards” into the NH multi-level program. Accordingly, in November of 2001, NNEPAC accepted the responsibility of re-defining the multi-level system to incorporate the

CALEA Fourth Edition Standards Manual as well as the core standards approach into the NH multi-level system.

The process contained within this manual is the cumulative vision of a number of dedicated law enforcement professionals and represents the continued development of that original multi-level system that ultimately served to change the face of the accreditation process on an international level.

The NNEPAC team consisted of both civilian and sworn law enforcement professionals with extensive experience in law enforcement accreditation, police management practices and policy development. All of the members of the team serve as CALEA assessors and have served as successful accreditation managers for their individual agencies.

The following NNEPAC representatives are responsible for the vision and development of this process for NHPSTC:

- Chief Michael French of the Goffstown, NH Police Department.
- Chief David Kurz of the Durham, NH Police Department.
- Ms. Sharon Borstel, Accreditation Manager for the Nashua, NH Police Department.
- Lieutenant Sean Kelly, Accreditation Manager for the Durham, NH Police Department.
- Lieutenant David Todd, Accreditation Manager for the Dover, NH Police Department.

We would like to recognize the Commission on Accreditation for Law Enforcement Agencies, Inc. for their generous agreement to allow the use of their manual, standards and related processes in support of this endeavor.

Introduction to CALEA®

The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA®), was established as an independent accrediting authority in 1979 by the four major law enforcement membership associations: International Association of Chiefs of Police (IACP); National Organization of Black Law Enforcement Executives (NOBLE); National Sheriffs' Association (NSA); and Police Executive Research Forum (PERF).

CALEA derives its general authority from the four major law enforcement membership associations mentioned above. Their members represent approximately 80% of the law enforcement profession in this nation. The Commission derives its accreditation authority from those agencies that voluntarily participate in the accreditation program.

The overall purpose of the Commission's accreditation program is to improve delivery of law enforcement service by offering a body of standards, developed by law enforcement practitioners, covering a wide range of up-to-date law enforcement topics. It recognizes professional achievements by offering an orderly process for addressing and complying with applicable standards.

Successful completion of the accreditation program requires ***commitment*** from all levels of the organization, starting with the chief executive officer. To foster commitment, a decision to participate should be ***voluntary***, and supported by the governing body of the governmental unit. To this end, the Commission insures that law enforcement accreditation is and will continue to be a voluntary program.

The Accreditation Process

The accreditation process itself, when used *properly*, is a roadmap to the successful development of a modern and professionally managed police agency. When the process is adopted as a management and operational “lifestyle” within the agency, there will be a continual internal evaluation of critical police operations as well as a monitoring of the provision of law enforcement and police services to the community. It is this continual evaluation and management process that allows the agency to stay “ahead of the curve” and to provide the best possible service to the community. It is important to note that while the accreditation process defines “*what*” must be done, it leaves some flexibility to the individual agency to determine exactly “*how*” to accomplish the standard mandates. This is critically important to agencies that wish to retain their individual cultures and personalities...*the process is individually defined by the agency...it does not define the agency or detract from those qualities that make the agency unique.*

For the professional law enforcement manager, the question may not be, “*How can I afford to do this...but rather “How can I afford **not** to do this?”!*

Aside from providing a road map to successful agency development and management, the following can be expected as additional benefits that may be expected from the process.

Controlled liability insurance costs

Accredited status often makes it easier for agencies to purchase police liability insurance; allows agencies to increase the limit of their insurance coverage more easily; and, in many cases, results in lower premiums.

Stronger defense against lawsuits and citizen complaints

Accredited agencies are better able to defend their policies and procedures against lawsuits and citizen complaints. Many agencies report a decline in legal actions against them, once they become accredited.

Greater accountability within the agency

Accreditation standards give the Chief Executive Officer a proven management system of written directives, sound training, clearly defined lines of authority, and routine reports that support decision-making and resource allocation.

More confident support from government officials

Accreditation provides objective evidence of an agency's commitment to excellence in leadership, resource management, and service-delivery. Thus, government officials can be more confident in the agency's ability to operate efficiently and meet community needs.

Increased community advocacy

Accreditation embodies the precepts of community-oriented policing. It creates a forum in which police and citizens work together to prevent and control challenges confronting law enforcement and provides clear direction about community expectations.

The Standards Manual

The CALEA Standards Manual, *Standards for Law Enforcement Agencies*, is the principal publication of the Commission on Accreditation for Law Enforcement Agencies. Changes to the manual trace evolutionary changes within the profession. The standards are intended to represent the best professional practices of law enforcement agencies everywhere.

The New Hampshire multi-level process utilizes the CALEA *Standards for Law Enforcement Agencies Manual* as the core of the process. The New Hampshire Police Standards and Training Council has chosen to use the standards within this manual under agreement with the Commission on Accreditation for Law Enforcement Agencies. CALEA claims ownership to those standards that are not New Hampshire-specific.

Agencies involved in the multi level process are required to purchase the *Standards for Law Enforcement Agencies Manual* directly from CALEA. The spirit and intent of these standards as well as the commitment to excellence of the CALEA process remains the cornerstone of the New Hampshire multi-level process.

In addition to providing agencies with applicable standards and standard commentary, the manual provides agencies with additional critical information, guidance, instructions and binding definitions. The Police Standards and Training Council in using CALEA standards has chosen to adopt by reference the CALEA interpretations, definitions, language, and rulings relative to the accreditation process.

This manual, as well as other publications may be ordered from:

Commission on Accreditation for Law Enforcement Agencies
10306 Eaton Place, Suite 320
Fairfax, Virginia 22030-2201
Toll free (800) 368-3757
Fax (703) 591-2206
e-mail: calea@calea.org
sswebsite: www.calea.org

The New Hampshire Multi-Level Process

The New Hampshire multi-level process was developed to provide agencies in the Granite State with a “steppingstone” process to CALEA accreditation. The process itself consists of *four individual levels of professional accomplishment*:

- NH State Achievement
- CALEA Core Standard Recognition
- NH State Accreditation
- CALEA Accreditation

Attainment of the standards within each level provides both a level of professional recognition and a solid foundation for the successful attainment of the standards in the next highest level. Agencies may choose to initiate the process by seeking compliance with the standards for NH State Achievement, or may decide to work directly towards CALEA Core Standard Recognition, State accreditation or CALEA accreditation. Additionally, agencies may choose to achieve one level and not proceed to other levels of recognition...the choice is dependent upon the needs and resources of each department.

Initially, all of the standards in the NH State Achievement and/or CALEA Core Standard Recognition Program are mandatory for agencies to comply with, *providing that* the standard is applicable to the agency [please refer to the CALEA standards manual for a review of standards applicability]. Agencies that move beyond these areas into the State or CALEA accreditation processes will be required to comply with all mandatory standards as well as a minimum of 80% of “other than mandatory” standards. The choice of which “other than mandatory” standards to comply with is at the discretion of the individual agency.

In addition to CALEA standards, agencies participating in the New Hampshire multi-level system must comply with NH State statutes, State Constitutional interpretations and NHPSTC rules in those areas where they provide a stricter requirement upon the agency. These additional requirements are listed in appendix B of this manual.

Of critical importance in the design of any system is the ability of the system to change as the needs and requirements of the users change. To that end, this system will be linked directly to the CALEA system. As standards are changed or deleted by CALEA, those changes are automatically adopted by this system on the effective date of the change. As new standards are developed, the Police Standards and Training Council will determine their placement of that standard within this system, with opportunity for input by the NNEPAC or successor agency. The Police Standards and Training Council will also, from time to time, add to or modify the NH-specific standards with certain requirements that the Council has deemed necessary to advance the profession of policing in the Granite State.

NH State Achievement Process: The Standards

As of the date of adoption of this NH Manual, the standards in the NH achievement process reflect selected portions of the 4th Edition of the *CALEA “Standards for Law Enforcement Agencies”* manual based upon an assessment of their importance to the policies or operations of NH law enforcement agencies in terms of:

- Life, health or safety issues.
- Legal and/or critical policy requirements.
- Reduction of major risk factors and/or significant areas of operational liability.

The **100 standards** in the Achievement process represent those standards deemed as being most critical to the agency within these areas. Note that there are significant numbers of standards not included within the achievement requirements, and that achievement is considered to be the most basic form of professional achievement available through this process. Additional standards become applicable as agencies continue their professional development and seek additional recognition.

Chapter 1: Law Enforcement Role and Authority

Section 1.1 “Law Enforcement Agency Role”

1.1.1

1.1.2

Section 1.2 “Limits of Authority”

1.2.2

1.2.3

1.2.4

1.2.5

1.2.8

1.2.9

Section 1.3 “Use of Force”

1.3.1

1.3.2

1.3.3

1.3.4

1.3.5

1.3.6

1.3.8

1.3.9

1.3.10

1.3.11

Chapter 12: Direction

Section 12.1 “Direction”

12.1.2

12.1.3

Section 12.2 “Written Directives”

12.2.1

Chapter 16: allocation and Distribution of Personnel

Section 16.3 “Reserves”

16.3.1

16.3.2

16.3.5

16.3.6

Section 16.4 “Auxiliaries”

16.4.2

Chapter 17: Fiscal Management and Agency Owned Property

Section 17.4 “Accounting”

17.4.2

Chapter 22: Compensation, Benefits and Conditions of Work

Section 22.3 “Conditions of Work”

22.3.4

Chapter 26: Disciplinary Procedures

Section 26.1 “Disciplinary Procedures”

26.1.1

26.1.3

Chapter 32: Selection

Section 32.2 “Administrative Practices and Procedures”

32.2.1

32.2.7

32.2.8

Chapter 33: Training and Career Development

Section 33.1 “Administration”

33.1.6

33.1.7

Section 33.4 “Recruit Training”

33.4.1

33.4.3

Section 33.6 “Specialized In-Service Training”

33.6.2

Chapter 41: Patrol

Section 41.2 “Operations”

41.2.1

41.2.2

Section 41.3 “Equipment”

41.3.3

41.3.5

41.3.6

Chapter 46: Unusual Occurrences and Special Operations

Section 46.1 “Unusual Occurrences”

46.1.2

Chapter 52: Internal Affairs

Section 52.1 “Administration and Operations”

52.1.1

Chapter 61: Traffic

Section 61.1 “Traffic Enforcement”

61.1.2

Section 61.3 “Traffic Direction and Control”

61.3.4

Chapter 71: Prisoner Transportation

Section 71.1 “Transport Operations”

71.1.1

71.1.2

71.1.6

71.1.7

71.1.8

Section 71.2 “Restraining Devices”

71.2.1

Section 71.3 “Special Transport Situations”

71.3.1

71.3.2

Chapter 72: Holding Facility

Section 72.1 “Organization, Administration and Management”

72.1.1

Section 72.2 “Physical Plant”

72.2.1

Section 72.3 “Safety and Sanitation”

72.3.1

72.3.2

Section 72.4 “Security and Control”

72.4.1

72.4.5

72.4.7

72.4.8

72.4.9

Section 72.5 “Detainee Processing”

72.5.1

72.5.2

72.5.3

72.5.4

72.5.5

72.5.6

72.5.7

72.5.8

72.5.9

Section 72.6 “Medical and Health Care Services”

72.6.1

72.6.2

72.6.3

72.6.5

Section 72.8 “Supervision of Detainees”

72.8.1

72.8.2

72.8.4

72.8.5

Section 72.9 “Temporary Detention”

72.9.1

72.9.2

72.9.3

72.9.4

72.9.5

72.9.6

72.9.7

Chapter 81: Communications

Section 81.2 “Operations”

81.2.3

81.2.8

81.2.15

Section 81.3 “Facilities and Equipment”

81.3.2

Chapter 82: Records

Section 82.2 “Field Reporting and Management”

82.2.1

Chapter 83: Collection and Preservation of Evidence

Section 83.1 “Administration”

83.1.1

Section 83.3 “Evidence Handling”

83.3.1

Chapter 84: Property and Evidence Control

Section 84.1 “Administration and Operations”

84.1.1

84.1.2

84.1.4

84.1.5

84.1.6

NH State-Specific Standards

Agencies seeking NH State Achievement must also comply with the following requirements:

- All administrative rules of the NH Police Standards and Training Council, rulings of the New Hampshire Supreme Court, and enactments of the NH Legislature, which are automatically incorporated by reference as they are enacted and/or adopted.
- Provide their officers with at least 24 hours of in-service training every two years, in addition to at least annual firearms qualification and keeping First Aid/CPR certifications updated.
- The biennial in-service training requirement shall include not less than four hours of testable legal update training, and four hours of defensive tactics and handcuffing refresher training.
- Strict compliance with the Police Standards and Training Council’s *Background Investigation Manual* and accompanying rules.
- Maintaining on file for Council inspection a written vehicular pursuit and emergency response policy and providing refresher instruction on emergency vehicle operation and decision-making as part of the annual use of force training or otherwise, and in State law and department policies regarding the use of force, and emergency vehicle operation.
- Qualifying all new employees with a handgun before they are allowed to carry one on-duty, and having new employees instructed by a certified officer in the use of any chemical or impact weapons, in the proper use and double-locking of handcuffs,
- Providing not less than 80 hours of supervised FTO (Field Training Officer) training using the San Jose model or an equivalent period of closely supervised observation and coaching prior to allowing a new employee to work a solo assignment.

CALEA Core Standards Recognition

Standards within the CALEA core recognition program represent a level of attainment *very similar* to NH Achievement. As a practical matter, the NH Achievement process and the CALEA Recognition process differ by only four standards.

Accordingly, **agencies that have achieved NH Achievement must only comply with one additional standard, 16.3.3 to achieve CALEA Core Recognition.** Agencies that use the NH Achievement as a steppingstone to CALEA Core Recognition will in fact be in compliance with **four** standards above and beyond CALEA requirements. The NH Achievement process has added standards **1.1.1, 1.1.2, 16.3.1, 41.3.3 and 72.4.9.** These standards were considered sufficiently critical and attainable by the New Hampshire Police Standards and Training Council to warrant inclusion in the process.

New Hampshire Accreditation: The Standards

Agencies that attain NH accredited status will have attained a level of professional excellence and achievement that is greater than that realized through either NH Achievement or CALEA Recognition processes.

The standards within the New Hampshire accreditation process represent additional CALEA standards that are recognized as being instrumental for the continued development of the agency in terms of policy, procedure and management capabilities. Standards incorporated within this recognition level are *generally* more managerial in nature and serve to develop the agency beyond those basic standards found in the Achievement and Recognition processes.

Agencies seeking NH accreditation must comply with all of the standards within both the NH Achievement Process and the CALEA Core Recognition Process in addition to the standards contained within this section, with one significant difference. The CALEA concepts of agency size and compliance levels become applicable within this recognition level. Agencies will have the option of determining which (if any) of the “other than mandatory” standards they do not wish to comply. Agencies must comply with 80% of the applicable OTM standards in this section only. (There are no “OTM” standards in the NH achievement or CALEA Recognition levels.)

Additional Standards for New Hampshire State Accreditation

Chapter 1; Law Enforcement Role and Authority

Section 1.2, “Limits of Authority”

- 1.2.1 (MMMM)
- 1.2.6 (MMMM)
- 1.2.7 (MMMM)

Section 1.3, “Use of Force”

- 1.3.7 (MMMM)
- 1.3.12 (MMMM)
- 1.3.13 (MMMM)

Chapter 2; Agency Jurisdiction and Mutual aid

Section 2.1, “Agency Jurisdiction and Mutual aid”

2.1.3 (OOOO)

2.1.4 (OOOO)

Chapter 3; Contractual Agreements for Law Enforcement Service

Section 3.1, “Contractual Agreements”

3.1.1 (MMMM)

Chapter 11; Organization and Administration

Section 11.1, “Organizational Structure”

11.1.2 (MMMM)

Section 11.2, “Unity of Command”

11.2.1 (MMMM)

11.2.2 (MMMM)

Section 11.3, “Authority and Responsibility”

11.3.1 (MMMM)

11.3.2 (MMMM)

Section 11.4, “General Management and Administration”

11.4.3 (MMMM)

Section 11.5, “Goals and Objectives”

11.5.1 (MMMM)

Section 11.6, “Planning and Research”

11.6.4 (N/AOMM)

Chapter 12; Direction

Section 12.1, “Direction”

12.1.1 (MMMM)

Section 12.2, “Written Directives”

12.2.2 (MMMM)

Chapter 15; Crime Analysis

Section 15.1, "Crime Analysis"

15.1.1 (N/AOMM)

15.1.2 (N/AOMM)

Chapter 16; Allocation and Distribution of Personnel

Section 16.1, "Allocation and Distribution"

16.1.1 (N/AOMM)

Section 16.2, "Specialized Assignment"

16.2.2 (OOOO)

16.2.3 (OOOO)

Section 16.3, "Reserves"

16.3.4 (OOOO)

16.3.7 (MMMM)

Section 16.4, "Auxiliaries"

16.4.1 (MMMM)

16.4.3 (MMMM)

Chapter 17; Fiscal Management and Agency Owned Property

Section 17.1, "Fiscal Management"

17.1.1 (OOOO)

Section 17.2, "Budget"

17.2.1 (N/AOOO)

Section 17.3, "Purchasing"

17.3.1 (MMMM)

Section 17.4, "Accounting"

17.4.1 (MMMM)

17.4.3 (MMMM)

Section 17.5, "Agency Owned Property"

17.5.1 (MMMM)

17.5.2 (OOMM)

17.5.3 (MMMM)

Chapter 22; Compensation, Benefits and Conditions of Work

Section 22.1, “Compensation”

22.1.1 (MMMM)

Section 22.2, “Benefits”

22.2.1 (MMMM)

22.2.2 (MMMM)

22.2.3 (MMMM)

22.2.4 (MMMM)

22.2.5 (OOOO)

22.2.6 (MMMM)

22.2.7 (MMMM)

22.2.8 (MMMM)

22.2.9 (MMMM)

22.2.10 (OOOO)

Section 22.3, “Conditions of Work”

22.3.1 (MMMM)

22.3.2 (MMMM)

22.3.3 (OOOO)

Chapter 24; Collective Bargaining

Section 24.1, “Collective Bargaining and Contract Management”

24.1.1 (MMMM)

24.1.2 (MMMM)

Chapter 25; Grievance Procedures

Section 25.1, “Grievance Procedures”

25.1.1 (MMMM)

25.1.2 (MMMM)

25.1.3 (OOOO)

Chapter 26; Disciplinary Procedures

Section 26.1, “Disciplinary Procedures”

26.1.2 (MMMM)

26.1.4 (MMMM)

26.1.5 (MMMM)

26.1.6 (MMMM)

26.1.7 (MMMM)

26.1.8 (MMMM)

Chapter 31; Recruitment

Section 31.1, “Administrative Practices and Procedures”

31.1.1 (MMMM)

31.1.2 (MMMM)

Section 31.2, “Equal Employment Opportunity and Recruitment”

31.2.3 (MMMM)

Section 31.3, “Job Announcements and Publicity”

31.3.1 (MMMM)

31.3.4 (MMMM)

Chapter 32; Selection

Section 32.1, “Professional and Legal Requirements”

32.1.1 (MMMM)

32.1.3 (MMMM)

32.1.4 (MMMM)

32.1.5 (MMMM)

32.1.6 (MMMM)

32.1.7 (MMMM)

Section 32.2, “Administrative Practices and Procedures”

32.2.2 (MMMM)

32.2.3 (MMMM)

32.2.4 (MMMM)

32.2.5 (MMMM)

32.2.6 (MMMM)

32.2.9 (MMMM)

32.2.10 (MMMM)

Chapter 33; Training and Career Development

Section 33.1, “Administration”

33.1.2 (MMMM)

33.1.3 (OOOO)

33.1.4 (MMMM)

33.1.5 (MMMM)

Section 33.2, “Academy”

33.2.5 (MMMM)

Section 33.3, “Training Instructors”

33.3.1 (OOOO)

Section 33.5, “In-Service, Shift Briefing, and Advanced Training”

33.5.1 (MMMM)

33.5.2 (OOOO)

33.5.3 (MMMM)

Section 33.6, “Specialized In Service Training”

33.6.1 (MMMM)

Section 33.7, “Civilian Training”

33.7.1 (MMMM)

33.7.2 (MMMM)

Section 33.8, “Career Development”

33.8.1 (OOOO)

33.8.2 (MMMM)

Chapter 34; Promotion

Section 34.1, “Professional and Legal Requirements”

34.1.1 (MMMM)

34.1.2 (MMMM)

34.1.3 (MMMM)

34.1.5 (MMMM)

34.1.6 (MMMM)

34.1.7 (OOOO)

Chapter 35; Performance Evaluation

Section 35.1, “Administration”

35.1.1 (MMMM)

35.1.2 (MMMM)

35.1.3 (MMMM)

35.1.4 (MMMM)

35.1.5 (MMMM)

35.1.6 (MMMM)

35.1.7 (OOOO)

35.1.8 (MMMM)

35.1.9 (MMMM)

35.1.10 (MMMM)

35.1.11 (MMMM)

35.1.12 (MMMM)

35.1.13 (MMMM)

35.1.14 (OOOO)

Chapter 41; Patrol

Section 41.1, "Administration"

- 41.1.1 (MMMM)
- 41.1.2 (OOOO)
- 41.1.3 (MMMM)
- 41.1.4 (MMMM)

Section 41.2, "Operations"

- 41.2.3 (MMMM)
- 41.2.4 (OOOO)
- 41.2.6 (MMMM)

Section 41.3, "Equipment"

- 41.3.1 (MMMM)
- 41.3.2 (MMMM)
- 41.3.4 (OOOO)
- 41.3.7 (MMMM)
- 41.3.8 (MMMM)

Chapter 42; Criminal Investigation

Section 42.1, "Administration"

- 42.1.1 (MMMM)
- 42.1.2 (OOOO)
- 42.1.4 (OOOO)

Section 42.2, "Operations"

- 42.2.1 (MMMM)
- 42.2.2 (MMMM)
- 42.2.3 (OOOO)
- 42.2.4 (OOOO)
- 42.2.6 (N/AOOO)
- 42.2.7 (MMMM)
- 42.2.8 (MMMM)
- 42.2.9 (MMMM)

Chapter 43; Vice, Drugs and Organized Crime

Section 43.1, "Administration and Operations"

- 43.1.1 (MMMM)
- 43.1.2 (MMMM)
- 43.1.5 (MMMM)
- 43.1.6 (OOMM)

Chapter 44; Juvenile Operations

Section 44.1, “Administration”

44.1.1 (MMMM)

Section 44.2, “Operations”

44.2.1 (MMMM)

44.2.2 (MMMM)

44.2.3 (MMMM)

Chapter 46; Unusual Occurrences and Special Operations

Section 46.1, “Unusual Occurrences”

46.1.1 (MMMM)

46.1.3 (OOMM)

46.1.4 (MMMM)

46.1.5 (MMMM)

46.1.6 (MMMM)

46.1.7 (MMMM)

46.1.8 (MMMM)

46.1.9 (N/AOMM)

46.1.10 (N/AOOO)

Section 46.2, “Special Operations”

46.2.1 (MMMM)

46.2.2 (MMMM)

46.2.3 (MMMM)

46.2.4 (MMMM)

46.2.5 (MMMM)

Chapter 51; Criminal Intelligence

Section 51.1, “Administration”

51.1.1 (MMMM)

51.1.2 (MMMM)

Chapter 52; Internal Affairs

Section 52.1, “Administration and Operations”

52.1.2	(MMMM)
52.1.3	(OOOO)
52.1.4	(MMMM)
52.1.5	(OOOO)
52.1.6	(MMMM)
52.1.7	(MMMM)
52.1.8	(OOOO)
52.1.9	(OOOO)
52.1.10	(MMMM)
52.1.12	(OOOO)

Chapter 53; Inspectional Services

Section 53.1, “Line Inspections”

53.1.1	(OMMM)
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Section 53.2, “Staff Inspections”

53.2.1	(N/AOOO)
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Chapter 54; Public Information

Section 54.1, “Public Information”

54.1.1	(OOOO)
54.1.3	(MMMM)

Chapter 55; Victim/Witness Assistance

Section 55.1, “Administration”

55.1.1	(MMMM)
55.1.3	(OOOO)

Section 55.2, “Operations”

55.2.1	(OOOO)
55.2.2	(MMMM)
55.2.3	(MMMM)
55.2.4	(MMMM)
55.2.5	(OOOO)
55.2.6	(MMMM)

Chapter 61; Traffic

Section 61.1, “Traffic Enforcement”

61.1.1	(N/AOMM)
61.1.3	(MMMM)
61.1.4	(MMMM)
61.1.5	(MMMM)
61.1.6	(OOOO)
61.1.7	(MMMM)
61.1.8	(OOOO)
61.1.9	(OOOO)
61.1.10	(N/AOMM)
61.1.11	(MMMM)
61.1.12	(OOOO)
61.1.13	(MMMM)

Section 61.2, “Traffic: Collision Investigation”

61.2.1	(MMMM)
61.2.2	(MMMM)
61.2.3	(MMMM)
61.2.4	(OOOO)

Section 61.3, “Traffic Direction and Control”

61.3.2	(MMMM)
61.3.3	(MMMM)
61.3.5	(OOOO)

Section 61.4, “Ancillary Services”

61.4.1	(MMMM)
61.4.2	(MMMM)
61.4.3	(MMMM)

Chapter 71; Prisoner Transportation

Section 71.1, “Transport Operations”

71.1.3	(MMMM)
71.1.4	(MMMM)
71.1.5	(MMMM)

Section 71.3, “Special Transport Situations”

71.3.3	(MMMM)
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Section 71.4, “Transport Equipment”

71.4.1 (MMMM)

71.4.2 (MMMM)

Section 71.5, “Documentation”

71.5.1 (MMMM)

Chapter 72; Holding Facility

Section 72.1, “Organization, Administration, and Management”

72.1.2 (MMMM)

72.1.3 (MMMM)

Section 72.3, “Safety and Sanitation”

72.3.3 (MMMM)

Section 72.4, “Security and Control”

72.4.2 (MMMM)

72.4.3 (MMMM)

72.4.4 (MMMM)

72.4.6 (MMMM)

72.4.10 (MMMM)

72.4.11 (MMMM)

Section 72.7, “Detainee Rights”

72.7.1 (MMMM)

Section 72.8, “Supervision of Detainees”

72.8.3 (MMMM)

Chapter 73; Court Security

Section 73.1, “Administration”

73.1.1 (MMMM)

Section 73.2, “Operations”

73.2.1 (MMMM)

Section 73.3, “Security Policy and Procedures”

73.3.1 (MMMM)

73.3.2 (MMMM)

Section 73.4, “Equipment”

73.4.1 (MMMM)

73.4.2 (MMMM)

73.4.3 (OOOO)

Chapter 74; Legal Process

Section 74.1, "Records"

74.1.1 (MMMM)

74.1.2 (MMMM)

Section 74.2, "Civil Process"

74.2.1 (MMMM)

74.2.2 (MMMM)

Section 74.3, "Criminal Process"

74.3.1 (MMMM)

74.3.2 (MMMM)

Section 74.4, "Property"

74.4.1 (MMMM)

Chapter 81; Communications

Section 81.1, "Administration"

81.1.1 (MMMM)

81.1.2 (MMMM)

Section 81.2, "Operations"

81.2.1 (MMMM)

81.2.2 (MMMM)

81.2.4 (MMMM)

81.2.5 (MMMM)

81.2.6 (MMMM)

81.2.7 (MMMM)

81.2.9 (MMMM)

81.2.10 (MMMM)

81.2.11 (MMMM)

81.2.12 (MMMM)

81.2.13 (MMMM)

81.2.14 (MMMM)

Section 81.3, "Facilities and Equipment"

81.3.1 (MMMM)

81.3.3 (OOOO)

81.3.4 (OOMM)

Chapter 82; Records

Section 82.1, “Administration”

82.1.1 (MMMM)
82.1.3 (OOOO)
82.1.4 (MMMM)
82.1.5 (OOOO)
82.1.6 (MMMM)
82.1.7 (MMMM)
82.1.8 (MMMM)
82.1.9 (MMMM)

Section 82.2, “Field Reporting and Management”

82.2.2 (MMMM)
82.2.3 (MMMM)
82.2.4 (MMMM)
82.2.5 (OOOO)

Section 82.3, “Records”

82.3.1 (MMMM)
82.3.2 (OOOO)
82.3.3 (N/AOMM)
82.3.4 (MMMM)
82.3.5 (N/AOOO)
82.3.6 (MMMM)
82.3.7 (MMMM)
82.3.8 (MMMM)

Chapter 83; Collection and Preservation of Evidence

Section 83.1, “Administration”

83.1.2 (MMMM)

Section 83.2, “Operations”

83.2.1 (MMMM)
83.2.2 (MMMM)
83.2.3 (MMMM)
83.2.4 (MMMM)
83.2.5 (MMMM)

83.2.6 (MMMM)

Section 83.3, “Evidence Handling”

83.3.2 (MMMM)

Chapter 84; Property and Evidence Control

Section 84.1, “Administration and Operations”

84.1.3 (MMMM)

84.1.7 (OOOO)

CALEA Accreditation: The Standards

CALEA accreditation is the highest level of professional recognition available to police agencies, and is the logical “next step” for law enforcement agencies that have attained NH accredited status.

Standards within this uppermost achievement level are *generally* those that require the agency to further develop itself in terms of the operational, managerial and personnel foundations established in previous levels. The majority of these standards are either “N/A” or “Other than Mandatory” standards. While some may be stand alone, the majority of these standards represent a continued advancement by the agency in terms of managerial and professional capabilities.

Agencies should consider their individual needs and those of their communities prior to deciding which of these standards they wish to come into compliance with. As a general statement, the decision should be based upon the usefulness of the standard to the agency. Agencies are generally dissuaded from attempting to comply with a standard that is of little or no value to them.

Agencies seeking CALEA accreditation must comply with all of the standards within the NH Achievement Process and CALEA Core Recognition Process. Additionally, they must comply with all of the mandatory and 80% of the other then mandatory standards in the NH accreditation and CALEA accreditation levels. Remember that the volume of “OTM” standards in this level will greatly increase the number of standards that the agency must come into compliance with.

Additional Standards for CALEA Accreditation

Chapter 1; Law Enforcement Role and Authority

Section 1.1, “Law Enforcement Agency Role”

1.1.3 (OOOO)

Chapter 2; Agency Jurisdiction and Mutual Aid

Section 2.1, “Agency Jurisdiction”

2.1.1 (MMMM)

2.1.2 (OOOO)

Chapter 3; Contractual Agreements for Law Enforcement Service

Section 3.1, “Contractual Agreements”

3.1.2 (MMMM)

Chapter 11; Organization and Administration

Section 11.1, “Organizational Structure”

11.1.1 (MMMM)

Section 11.4, “General Management and Administration”

11.4.1 (OOOO)

11.4.2 (OOOO)

Section 11.5, “Goals and Objectives”

11.5.2 (OOOO)

Section 11.6, “Planning and Research”

11.6.1 (OOMM)

11.6.2 (OOMM)

11.6.3 (MMMM)

Chapter 12; Direction

Section 12.1, “Direction”

12.1.4 (OOOO)

Chapter 16; Allocation and Distribution of Personnel

Section 16.1, “Allocation and Distribution”

16.1.2 (N/AOMM)

Section 16.2, “Specialized Assignment”

16.2.1 (N/AOOO)

Section 16.5, “Civilians”

16.5.1 (N/AOOO)

Chapter 17; Fiscal Management and Agency Owned Property

Section 17.2, “Budget”

17.2.2 (N/AOOO)

Chapter 21; Classification and Delineation of Duties and Responsibilities

Section 21.1, “Task Analysis”

21.1.1 (OOOO)

Section 21.2, “Classification”

21.2.1 (N/AOOO)

21.2.2 (OOOO)

21.2.3 (MMMM)

Chapter 31; Recruitment

Section 31.2, “Equal Employment Opportunity and Recruitment”

31.2.1 (MMMM)

31.2.2 (MMMM)

Section 31.3, “Job Announcements and Publicity”

31.3.2 (OMMM)

31.3.3 (MMMM)

Chapter 32; Selection

Section 32.1, “Professional and Legal Requirements”

32.1.2 (MMMM)

Chapter 33; Training and Career Development

Section 33.1, “Administration”

33.1.1 (N/AOOO)

Section 33.2, “Academy”

33.2.1 (MMMM)

33.2.2 (MMMM)

33.2.3 (MMMM)

33.2.4 (OOOO)

Section 33.4, “Recruit Training”

33.4.2 (MMMM)

Chapter 34; Promotion

Section 34.1, “Professional and Legal Requirements”

34.1.4 (MMMM)

Chapter 35; Performance Evaluation

Section 35.1, “Administration”

35.1.15 (OOMM)

Chapter 41; Patrol

Section 41.2, “Operations”

41.2.5 (MMMM)

Chapter 42; Criminal Investigation

Section 42.1, "Administration"

42.1.3 (OMMM)

42.1.5 (OOOO)

Section 42.2, "Operations"

42.2.5 (N/AOOO)

Chapter 43; Vice, Drugs and Organized Crime

Section 43.1, "Administration and Operations"

43.1.3 (N/AOMM)

43.1.4 (OOOO)

Chapter 44; Juvenile Operations

Section 44.1, "Administration"

44.1.2 (OOOO)

44.1.3 (N/AOOO)

Section 44.2, "Operations"

44.2.4 (OOOO)

44.2.5 (OOOO)

Chapter 45; Crime Prevention and Community Development

Section 45.1, "Crime Prevention"

45.1.1 (N/AOOO)

45.1.2 (OOOO)

45.1.3 (OOOO)

Section 45.2, "Community Involvement"

45.2.1 (OOOO)

45.2.2 (N/AOOO)

45.2.3 (N/AOOO)

45.2.4 (OOOO)

Chapter 52; Internal affairs

Section 52.1, "Administration and Operations"

52.1.11 (OOOO)

Chapter 54; Public Information

Section 54.1, “Public Information”

54.1.2 (OOOO)

Chapter 55; Victim/Witness Assistance

Section 55.1, “Administration”

55.1.2 (N/AOOO)

Chapter 61; Traffic

Section 61.3, “Traffic Direction and Control”

61.3.1 (OOOO)

61.3.6 (OOOO)

61.3.7 (OOOO)

Section 61.4, “Ancillary Services”

61.4.4 (OOOO)

Chapter 72; Holding Facility

Section 72.6, “Medical and Health Care Services”

72.6.4 (OOOO)

Chapter 82; Records

Section 82.1, “Administration”

82.1.2 (OOOO)

TRANSITION POLICY

The New Hampshire Police Standards and Training Council (NHPSTC), in order to maintain its commitment to excellence and maintain standards that ensure the highest level of professionalism, recognizes and accepts the need for periodic review and evaluation of the standards. In January of 2002, the Council charged the Northern New England Police Accreditation Coalition (NNEPAC) to evaluate the 2nd Edition standards; address concerns expressed by New Hampshire law enforcement Agencies; and align the program with the Commission on Accreditation for Law Enforcement Agencies standards consistent with the existing goals of the Council and the State of New Hampshire.

Upon the recommendation of the Northern New England Police Accreditation Coalition's Standard Review Task Force, the Council approved the NHPSTC Standards for Law Enforcement Agencies four levels of recognition or accreditation. The levels are intended to build one upon the other in order to assist agencies in ultimately attaining CALEA accreditation. However, participating agencies may attain a level or combination of levels without continuing to seek the next. On October 1, 2002, the revised NHPSTC Voluntary Accreditation Program becomes effective for participating agencies. The revisions are substantial. A majority of the changes reflect revisions to the CALEA *Standards for Law Enforcement Agencies* (SLEA) made when CALEA transitioned to the 4th Edition SLEA manual on January 1, 1999. Additional changes reflect the on-going desire of the Council to recognize New Hampshire law enforcement agencies as they take steps toward achieving national (CALEA) accredited status.

NHPSTC adopts the CALEA *Standards for Law Enforcement Agencies* for Agencies that participate in the NH Voluntary Accreditation Program. On **DATE TBA**, NHPSTC will deliver a manual entitled "Standards for Law Enforcement Agencies" to participating agencies and identify at what level participating agencies need to prove compliance with individual standards and NH State Specific Requirements.

The revised NHPSTC SLEA shall be broken down into the following levels of accreditation or recognition:

New Hampshire Achievement – CALEA Core standards with CALEA 4th Edition standard 16.3.3 removed and 16.3.1, 41.3.3, and 72.4.9 added. The additional standards are included in order to address the unique needs of NH law enforcement and the traditional role of the Part-time Police Officer in the delivery of police services to the NH community. These standards are intended to reflect amendments as adopted by CALEA and NHPSTC rules and are therefore subject to change.

CALEA Recognition – CALEA Core standards as defined by CALEA.

New Hampshire Accredited - Includes all NH certified standards plus an additional 286 accreditation standards. These standards are intended to reflect amendments as adopted by CALEA and are therefore subject to change.

CALEA Accredited – Standard requirements as defined by CALEA. NH agencies are awarded NH accredited status once they have been accredited by CALEA and successfully completed a compliance audit by NHPSTC regarding New Hampshire-specific standards and requirements.

The Council encourages all agencies to begin converting to revised NHPSTC SLEA as soon as practical. To ensure a reasonable and orderly transition, the Council has established a 12 – 18 month transition period which will begin on October 1, 2002 and ends on April 1, 2004.

NH Level 1 agencies are expected to transition to NH achievement standards within 18 months. NH Level 2 & 3 agencies must transition to NH accredited standards within 24 months.

The Council recognizes that these changes may be disruptive to agencies approaching scheduled on-site assessments as part of their contracted agreement. Therefore, all agencies with contracts signed before October 1, 2002 shall have the option of having the assessment conducted under the NHPSTC 2nd Edition SLEA or the revised SLEA. However, the agency must notify the NHPSTC Accreditation Program Coordinator a minimum of 12 weeks prior to the scheduled on-site as to what system they are to be assessed.

Waivers of particular standards may be granted by NHPSTC to agencies applying for NH achievement or NH accredited status by following the procedures found in Chapter 4 of the CALEA Accreditation Process Book. NH candidate agencies must submit their waiver request to NHPSTC, *not* CALEA. However, agencies seeking CALEA Recognized or CALEA accreditation must understand that any waiver granted by NHPSTC is not binding upon, nor will it be recognized by, CALEA. Separate waivers must be sought by submitting to CALEA following the procedures found in Chapter 4 of the Accreditation Process Book. This procedure may also be used by candidate agencies in the NH Voluntary Accreditation Program seeking relief from the 18-24 month transition requirement.

New Hampshire State Specific Requirements

In addition to the requirements of the standards, New Hampshire agencies have additional responsibilities that must be adhered to by virtue of NH State Statute, Federal law or applicable court decision. As a general statement, NH state specific requirements serve as a pointer for the agency to ensure that they are in compliance with state requirements in addition to CALEA standards.

NH state specific requirements are listed for each participation level, and are cross referenced to the relevant standard number. Agencies must ensure that they have met the NH state specific requirements in every case where the standard is within their level of participation.

New Hampshire State Achievement

<u>Standard Number</u>	<u>New Hampshire State Specific Requirements</u>
1.3.11	Ensure compliance with NHPSTC 404.03
16.3.1	NH Special officers must be certified and are restricted to 1300 work hours per year.
16.3.5	NH Special officers may be commissioned for varying levels of authority and trained accordingly. Contact NNEPAC or NHPSTC for further information.
32.2.1	Refer to NHPSTC Pol 301.20
33.4.1	Agencies must comply with NHPSTC Pol 302.03
33.4.3	FTO's are encouraged to attend NHPSTC FTO Training.
41.2.2	NHPSTC Pol. 302.03
52.1.1	Refer to NHPSTC Pol 502.01, Report of Arrests.
71.2.1	NHPSTC requires all handcuffs to be double locked.

CALEA Core Recognition

<u>Standard Number</u>	<u>New Hampshire State Specific Requirements</u>
16.3.3	NH Special officers may be commissioned for varying levels of authority and trained accordingly. Contact NHPSTC or NNEPAC for further information

New Hampshire Accreditation

<u>Standard Number</u>	<u>Pointer Reference/Requirement</u>
3.1.1	This standard applies only to dispatching and direct policing services.
22.1.1	Ensure compliance with Federal Fair Labor Standards Act.
22.2.2	Refer to NH RSa 100-a:1
22.3.2	Ensure compliance with the Americans with Disabilities act.
26.1.7	Refer to NHPSTC Pol 502.01, Report of Arrest.
32.2.2	Refer to NHPSTC Background Investigation Requirements
32.2.9	Refer to the Americans with Disabilities act
33.5.1	Refer to NHPSTC Pol 403.01 Refresher Training
33.3.1	Instructors are encouraged to attend NHPSTC Instructor Development Training
33.6.1	First line supervisors must attend first line supervisor training within 18 months of appointment. Middle managers must attend middle managers training within 18 months of appointment.
41.1.4	NH K-9 handlers must be trained in a recognized handler's course and receive regular refresher training.
42.2.1	Agencies must ensure compliance with the NH Supreme Court's decision on juvenile interrogation (Benoit). Must also address State search warrant knock and announce requirements.
44.2.2	Refer to DCYF requirements and RSA 169-B-D.
52.1.8	NHPSTC must be notified of suspension, termination or forced resignation within 10 days.
74.1.1	In complying with these standards it is necessary to include any documentation relative to property seized as evidence or any funds maintained in accounts that are any part of the agency's fiscal function.

CALEA Accreditation

<u>Standard Number</u>	<u>Pointer Reference/Requirement</u>
32.1.2	Refer to the Americans with Disabilities Act.
44.1.2	Refer to NH SA 169-B:35 and 169-D:25 or successor statutes.